

**Prairie State College, Illinois Community College District #515**

**INSTRUCTIONS TO BIDDERS**

Sealed proposals are invited for XXXXXXXXXXXXXXXXXX pursuant to specifications.

**PROPOSALS:**

Proposals will be received and publicly read aloud by the Prairie State College, Illinois Community College District #515, Chicago Heights, Illinois (“College”), at the place, date and time hereinafter designated. You are invited to be present if you so desire.

**PLACE:** Prairie State College, Illinois Community College District #515

Bid Opening: XXXXXXXXXX  
202 South Halsted Street  
Chicago Heights, IL 60411

**DATE:** XXXXXXXXXXXXXXXXXX

**FAXES ARE NOT ACCEPTABLE**

**TIME:** XX:XX XX

**Proposals received after this date and time will not be accepted.**

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College’s website in a sealed envelope addressed to the **Purchasing Coordinator, Main Campus, Room XXXXX**, plainly marked, with the Bidder’s Name and Address and the notation:

**BID:** XXXXXXXXXXXXXXXXXX

**PRE-BID MEETING:**

[When applicable add details.]

**DELIVERY:**

All prices must be quoted F.O.B., Prairie State College, 202 South Halsted Street, Chicago Heights, IL 60411, unless otherwise noted.

**TAX EXEMPTION:**

The College is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:**

The College requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his/her bid, represents that s/he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES:**

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College's Board of Trustees ("**Board**").
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the bid documents. Except in unusual cases, addenda will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the **Purchasing Coordinator**. After bids are received, no allowance will be made for oversight by bidder.

**SUBSTITUTIONS:**

1. Each bidder represents that his/her bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification of his bid.

**REJECTION OF BIDS:**

The bidder acknowledges the right of the Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the Board to reject a proposal if the proposal is in any way incomplete or irregular. The Board may also award, at its discretion, only certain items quoted on. The Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature or a bid of a Bidder when investigation shows that Bidder is not able to perform the contract.

**BUSINESS ENTERPRISE PROGRAM (BEP):**

**MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES PARTICIPATION AND UTILIZATION PLAN:**

The College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (*see* 30 ILCS 575).

Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](https://www2.illinois.gov/cms/business/sell2/bep/Pages/Vendor_Registration.aspx) website to obtain additional details. **To qualify, prime vendors or subcontractors must be certified by the state of Illinois or the city of Chicago prior to contract award.** Go to [https://www2.illinois.gov/cms/business/sell2/bep/Pages/Vendor\\_Registration.aspx](https://www2.illinois.gov/cms/business/sell2/bep/Pages/Vendor_Registration.aspx) for complete requirements for BEP certification.

**PROPRIETARY INFORMATION:**

Vendor should be aware that the contents of all submitted bids are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your bid will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While PSC will endeavor to maintain all submitted information deemed proprietary within PSC, PSC will not be liable for the release of such information.

**ACKNOWLEDGEMENT OF ADDENDA:**

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

**FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.**

**CLERICAL ERRORS:**

If applicable, all errors in price extensions will be corrected by the College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

**SAMPLES:**

Bidder may be required to furnish samples upon request and without charge to the College.

**INVESTIGATION OF BIDDERS:**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. Prairie State College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**DISCLOSURE:**

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

**BLACKOUT PERIOD:**

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

**BID QUANTITIES:**

The Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**BID AWARDS:**

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the College. Failure to comply is the risk of that contractor.

**TERMINATION OF FUNDING:**

The College's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination the College shall give notice of such termination for funding as soon as practicable after the College becomes aware of the failure of funding.

**CHANGES TO CONTRACT AFTER BID AWARD:**

There shall be no deviations from any work without a written change order. All change orders must be approved by the Purchasing Coordinator or Chief Financial Officer as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Purchasing Coordinator or Chief Financial Officer, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

**GENERAL:**

The College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin, or any other legally protected category in student admissions, employment, educational programs, and the activities it operates. Inquiries should be addressed to the Executive Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the College, the members of its Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

The parties to any contract (inclusive of subcontractors) resulting from this bid hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this bid must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.

Pursuant to Section 50-80 of the Illinois Procurement Code, each bidder who submits a bid or offer for a State of Illinois contract under this Code shall have a sexual

harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois Human Rights Act. A copy of the policy shall be provided to the College entering into the contract upon request.

The Customer reserves the right to request additional information after your proposal has been submitted.

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Required Signature

**Name of Authorized Issuer**

Purchasing Coordinator

PRAIRIE STATE COLLEGE  
ILLINOIS COMMUNITY COLLEGE DISTRICT #515  
202 South Halsted Street  
Chicago Heights, IL 60411  
Telephone: **(708) 709-XXXX**  
Fax: **(708) 709-XXXX**

**INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:**

**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Prairie State College,  
Illinois Community College District #515  
Chief Financial Officer  
202 South Halsted Street  
Chicago Heights, IL 60411